

QUALIFICATION STANDARDS OPERATING MANUAL

SECTION V. TEST REQUIREMENTS

This section of the Manual contains a summary of occupational series for which the U.S. Office of Personnel Management currently requires written and/or performance tests. It will be updated periodically to reflect changes in test coverage as they occur. The test coverage list in this section of the Manual takes precedence over any information in specific qualification standards about which occupations require written and/or performance tests.

Test requirements are for competitive and outside-the-register appointments only, unless otherwise specified. Agencies should refer to the "General Policies and Instructions" (Section II of this Manual) for general policy guidance on the use of written and performance tests.

Please note that this Manual contains only a summary listing of test coverage, and does not reflect special examining provisions, such as "outstanding scholar" direct-hire appointments, waivers based on shortage labor market conditions, or other special circumstances that permit applicants to be exempted from written test requirements.

For general information about test requirements, contact the OPM office with jurisdiction over the examination. For specific information or guidance about particular test batteries, contact the Measurement Research and Applications Division, Office of Personnel Research and Development, Career Entry Group.

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(Note that references to "ACWA," the Administrative Careers With America examinations, pertain only to positions that meet the ACWA criteria.)

| OCCUPATIONS/POSITIONS FOR WHICH WRITTEN AND/OR PERFORMANCE TESTS ARE REQUIRED | | |
|--|-----------------|----------------|
| SERIES/TITLE/POSITION(S) | GRADE(S) | REMARKS |
| 011 Bond Sales Promotion | 5/7 | ACWA |
| 018 Safety & Occupational Health Management | 5/7 | ACWA |
| 019 Safety Technician | 2/3 | written test |
| 023 Outdoor Recreation Planning | 5/7 | ACWA |
| 025 Park Ranger | 5/7 | ACWA |
| 028 Environmental Protection Specialist | 5/7 | ACWA |
| 029 Environmental Protection Assistant | 2/3/4 | written test |
| 072 Fingerprint Identification | 2/3/4 | written test |
| 080 Security Administration | 5/7 | ACWA |
| 082 United States Marshal | 5/7 | written test |
| 083 Park Police | 5 | written test |
| 083 Police | 2 | written test |
| 083 Police (Secret Service) | 4/5 | written test |
| 085 Security Guard | 2 | written test |
| 086 Security Clerical & Assistance | 2/3/4 | written test |
| 105 Social Insurance Administration | 5/7 | ACWA |
| 106 Unemployment Insurance | 5/7 | ACWA |
| 132 Intelligence | 5/7 | ACWA |
| 134 Intelligence Aid & Clerk | 2/3/4 | written test |
| 142 Manpower Development | 5/7 | ACWA |
| 181 Psychology Aid & Technician | 2/3 | written test |
| 186 Social Services Aid & Assistant | 2/3 | written test |
| 187 Social Services | 5/7 | ACWA |
| 189 Recreation Aid & Assistant | 2/3 | written test |
| 201 Personnel Management | 5/7 | ACWA |
| 203 Personnel Clerical & Assistance | 2/3/4 | written test |
| 204 Military Personnel Clerical & Technician | 2/3/4 | written test |
| 205 Military Personnel Management | 5/7 | ACWA |
| 212 Personnel Staffing | 5/7 | ACWA |
| 221 Position Classification | 5/7 | ACWA |

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|---|----------|---|
| SERIES/TITLE/POSITION(S) | GRADE(S) | REMARKS |
| 222 Occupational Analysis | 5/7 | ACWA |
| 223 Salary & Wage Administration | 5/7 | ACWA |
| 230 Employee Relations | 5/7 | ACWA |
| 233 Labor Relations | 5/7 | ACWA |
| 235 Employee Development | 5/7 | ACWA |
| 244 Labor Mgmt Relations Examining | 5/7 | ACWA |
| 246 Contractor Industrial Relations | 5/7 | ACWA |
| 249 Wage & Hour Compliance | 5/7 | ACWA |
| 270 Federal Retirement Benefits | 5/7 | ACWA |
| 301 Misc Administration & Program | 5/7 | ACWA |
| 302 Messenger | 2/3/4 | written test |
| 303 Misc Clerk & Assistant | 2/3/4 | written test |
| 304 Information Receptionist | 2/3/4 | written test |
| 305 Mail & File | 2/3/4 | written test |
| 309 Correspondence Clerk | 2/3/4 | written test |
| 312 Clerk-Stenographer | 3/4/5 | written & performance test |
| 312 Reporting Stenographer | 5/6 | performance test only; mandatory for competitive appt & inservice placement |
| 312 Shorthand Reporter | 6/7/8/9 | performance test only; mandatory for competitive appt & inservice placement |
| 318 Secretary | 3/4 | written test |
| 319 Closed Microphone Reporting | 6/7/8/9 | performance test only; mandatory for competitive appt & inservice placement |
| 322 Clerk-Typist | 2/3/4 | written & performance test |
| 326 Office Automation Clerical and Assistance | 2/3/4 | written & performance test |
| 332 Computer Operation | 2/3/4 | written test |
| 334 Computer Specialist | 5/7 | ACWA for Alternative B only |
| 335 Computer Clerk & Assistant | 2/3/4 | written test |
| 341 Administrative Officer | 5/7 | ACWA |
| 343 Management and Program Analysis | 5/7 | ACWA |
| 344 Management and Program Clerical & Assistance | 2/3/4 | written test |
| 346 Logistics Management | 5/7 | ACWA |
| 350 Equipment Operator | 2/3/4 | written test |

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| SERIES/TITLE/POSITION(S) | GRADE(S) | REMARKS |
| 351 Printing Clerical | 2/3/4 | written test |
| 356 Data Transcriber | 2/3/4 | written & performance test |
| 357 Coding | 2/3/4 | written test |
| 359 Electric Accounting Machine Operation | 2/3/4 | written test |
| 382 Telephone Operating | 2/3/4 | written test |
| 390 Telecommunications Processing | 2/3/4 | written test |
| 391 Telecommunications | 5/7 | ACWA |
| 392 General Telecommunications | 2/3/4 | written test |
| 394 Communications Clerical | 2/3/4 | written test |
| 404 Biological Science Technician | 2/3 | written test |
| 421 Plant Protection Technician | 2/3 | written test |
| 455 Range Technician | 2/3 | written test |
| 458 Soil Conservation Technician | 2/3 | written test |
| 459 Irrigation System Operation | 2/3 | written test |
| 462 Forestry Technician | 2/3 | written test |
| 501 Financial Administration & Program | 5/7 | ACWA |
| 503 Financial Clerical & Assistance | 2/3/4 | written test |
| 525 Accounting Technician | 2/3/4 | written test |
| 526 Tax Technician | 5/7 | ACWA |
| 530 Cash Processing | 2/3/4 | written test |
| 540 Voucher Examining | 2/3/4 | written test |
| 544 Civilian Pay | 2/3/4 | written test |
| 545 Military Pay | 2/3/4 | written test |
| 560 Budget Analysis | 5/7 | ACWA |
| 561 Budget Clerical & Assistance | 2/3/4 | written test |
| 570 Financial Institution Examining | 5/7 | ACWA, except for FDIC positions |
| 592 Tax Examining | 2/3/4 | written test |
| 593 Insurance Accounts | 2/3/4 | written test |
| 621 Nursing Assistant | 2/3 | written test |
| 636 Rehabilitation Therapy Assistant | 2/3 | written test |
| 640 Health Aid & Technician | 2/3 | written test |

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|---|----------|--------------|
| SERIES/TITLE/POSITION(S) | GRADE(S) | REMARKS |
| 642 Nuclear Medicine Technician | 2/3 | written test |
| 645 Medical Technician | 2/3 | written test |
| 646 Pathology Technician | 2/3 | written test |
| 647 Diagnostic Radiologic Technologist | 2/3 | written test |
| 648 Therapeutic Radiologic Technologist | 2/3 | written test |
| 649 Medical Instrument Technician | 2/3 | written test |
| 651 Respiratory Therapist | 2/3 | written test |
| 661 Pharmacy Technician | 2/3 | written test |
| 667 Orthotist & Prosthetist | 3 | written test |
| 673 Hospital Housekeeping Management | 5/7 | ACWA |
| 675 Medical Records Technician | 2/3/4 | written test |
| 679 Medical Clerk | 2/3/4 | written test |
| 681 Dental Assistant | 2/3 | written test |
| 683 Dental Lab Aid & Technician | 2/3 | written test |
| 685 Public Health Program Specialist | 5/7 | ACWA |
| 698 Environmental Health Technician | 2/3 | written test |
| 704 Animal Health Technician | 2/3 | written test |
| 802 Engineering Technician | 2/3 | written test |
| 809 Construction Control | 2/3 | written test |
| 817 Surveying Technician | 2/3 | written test |
| 818 Engineering Drafting | 2/3 | written test |
| 856 Electronics Technician | 2/3 | written test |
| 895 Industrial Engineering Technician | 2/3 | written test |
| 950 Paralegal Specialist | 5/7 | ACWA |
| 958 Pension Law Specialist | 5/7 | ACWA |
| 962 Contact Representative | 3/4 | written test |
| 962 Contact Representative | 5/7 | ACWA |
| 963 Legal Instruments Examining | 2/3/4 | written test |
| 965 Land Law Examining | 5/7 | ACWA |
| 967 Passport & Visa Examining | 5/7 | ACWA |
| 986 Legal Clerk & Technician | 2/3/4 | written test |

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|---|----------|--------------------------------------|
| SERIES/TITLE/POSITION(S) | GRADE(S) | REMARKS |
| 987 Tax Law Specialist | 5/7 | ACWA |
| 990 General Claims Examining | 4 | written test |
| 990 General Claims Examining | 5/7 | ACWA |
| 991 Workers' Comp Claims Examining | 5/7 | ACWA |
| 993 Social Insurance Claims Examining | 4 | written test |
| 993 Railroad Retirement Claims Examining | 5/7 | ACWA |
| 994 Unemployment Comp Claims Examining | 5/7 | ACWA |
| 996 Veterans Claims Examining | 5/7 | ACWA |
| 998 Claims Clerical | 2/3/4 | written test |
| 1001 General Arts & Information | 2/3/4 | written test |
| 1001 General Arts & Information | 5/7 | ACWA, except for fine arts positions |
| 1016 Museum Specialist & Technician | 2/3 | written test |
| 1021 Office Drafting | 2/3 | written test |
| 1035 Public Affairs | 5/7 | ACWA |
| 1046 Language Clerical | 2/3/4 | written test |
| 1082 Writing & Editing | 5/7 | ACWA |
| 1083 Technical Writing & Editing | 5/7 | ACWA |
| 1087 Editorial Assistance | 2/3/4 | written test |
| 1101 General Business & Industry | 2/3/4 | written test |
| 1101 General Business & Industry | 5/7 | ACWA |
| 1102 Contracting | 5/7 | ACWA |
| 1103 Industrial Property Management | 5/7 | ACWA |
| 1104 Property Disposal | 5/7 | ACWA |
| 1105 Purchasing | 2/3/4 | written test |
| 1106 Procurement Clerical & Technician | 2/3/4 | written test |
| 1107 Property Disposal Clerical & Technician | 2/3/4 | written test |
| 1130 Public Utilities Specialist | 5/7 | ACWA |
| 1140 Trade Specialist | 5/7 | ACWA |
| 1145 Agricultural Program Specialist | 5/7 | ACWA |
| 1146 Agricultural Marketing | 5/7 | ACWA |
| 1147 Agricultural Market Reporting | 5/7 | ACWA |

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|---|----------|--|
| SERIES/TITLE/POSITION(S) | GRADE(S) | REMARKS |
| 1150 Industrial Specialist | 5/7 | ACWA |
| 1152 Production Control | 2/3/4 | written test |
| 1160 Financial Analysis | 5/7 | ACWA |
| 1163 Insurance Examining | 5/7 | ACWA |
| 1165 Loan Specialist | 5/7 | ACWA |
| 1169 Internal Revenue Officer | 5/7 | ACWA |
| 1170 Realty | 5/7 | ACWA |
| 1171 Appraising & Assessing | 5/7 | ACWA |
| 1173 Housing Management | 5/7 | ACWA |
| 1176 Building Management | 5/7 | ACWA |
| 1311 Physical Science Technician | 2/3 | written test |
| 1316 Hydrologic Technician | 2/3 | written test |
| 1341 Meteorological Technician | 2/3 | written test |
| 1371 Cartographic Technician | 2/3 | written test |
| 1374 Geodetic Technician | 2/3 | written test |
| 1410 Librarian | 7/9 | written test for applicants who do not meet certain educational requirements |
| 1411 Library Technician | 2/3/4 | written test |
| 1412 Technical Information Services | 5/7 | ACWA |
| 1421 Archives Specialist | 5/7 | ACWA |
| 1421 Archives Technician | 2/3/4 | written test |
| 1521 Mathematics Technician | 2/3 | written test |
| 1531 Statistical Assistant | 2/3/4 | written test |
| 1541 Cryptanalysis | 2/3 | written test |
| 1702 Education & Training Technician | 2/3 | written test |
| 1715 Vocational Rehabilitation | 5/7 | ACWA |
| 1801 Civil Aviation Security Specialist | 5/7 | ACWA |
| 1801 Center Adjudications Officer | 5/7 | ACWA |
| 1801 District Adjudications Officer | 5/7 | ACWA |
| 1802 Compliance Inspection & Support | 2/3/4 | written test, except for Detention Enforcement Officer positions |
| 1810 General Investigating | 5/7 | ACWA |

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| SERIES/TITLE/POSITION(S) | GRADE(S) | REMARKS |
| 1811 Criminal Investigating | 5/7 | ACWA |
| 1811 Treasury Enforcement Agent | 5/7 | written test |
| 1812 Game Law Enforcement | 5/7 | ACWA |
| 1812 Special Agent (Wildlife) | 7 | written test |
| 1816 Immigration Inspection | 5/7 | ACWA |
| 1831 Securities Compliance Examining | 5/7 | ACWA |
| 1854 Alcohol, Tobacco, & Firearms Inspection | 5/7 | ACWA |
| 1863 Food Inspection | 5/7 | written test |
| 1864 Public Health Quarantine Inspection | 5/7 | ACWA |
| 1884 Customs Patrol Officer | 5/7 | written test |
| 1889 Import Specialist | 5/7 | ACWA |
| 1890 Customs Inspection | 5/7 | ACWA |
| 1896 Border Patrol Agent | 5/7 | written test & language proficiency |
| 1897 Customs Aid | 2/3/4 | written test |
| 1910 Quality Assurance | 5/7 | ACWA |
| 1981 Agricultural Commodity Aid | 2/3 | written test |
| 2001 General Supply | 5/7 | ACWA |
| 2003 Supply Program Management | 5/7 | ACWA |
| 2005 Supply Clerical & Technician | 2/3/4 | written test |
| 2010 Inventory Management | 5/7 | ACWA |
| 2030 Distribution Facilities & Storage Management | 5/7 | ACWA |
| 2032 Packaging | 5/7 | ACWA |
| 2050 Supply Cataloging | 5/7 | ACWA |
| 2091 Sales Store Clerical | 2/3/4 | written test |
| 2101 Transportation Specialist | 5/7 | ACWA |
| 2102 Transportation Clerk & Assistant | 2/3/4 | written test |
| 2110 Transportation Industry Analysis | 5/7 | ACWA |
| 2125 Highway Safety | 5/7 | ACWA |
| 2130 Traffic Management | 5/7 | ACWA |
| 2131 Freight Rate | 2/3/4 | written test |
| 2135 Transportation Loss & Damage Claims Examining | 2/3/4 | written test |

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| SERIES/TITLE/POSITION(S) | GRADE(S) | REMARKS |
| 2150 Transportation Operations | 5/7 | ACWA |
| 2151 Dispatching | 2/3/4 | written test |
| 2152 Air Traffic Control | 5/7 | written test for 5/7 - mandatory for competitive appt & inservice placement; optional above 7 |